

Zameer UlHaq

Cell Pak: +92-3039193811

Cell KSA: +966-598066076

E-mail: zameerulhaq88@gmail.com

Address : Hotel Abraj Al Qasswa, Ajyad Road,
Makkah Saudi Arabia.



Objectives:

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

Personal Details:

Father Name:	Muhammad Ikhlq	Passport No:	AU6398452
Date of Birth:	17 Jan 1990	Nationality:	Pakistani
Gender:	Male	Religion:	Islam
Iqama No:	2450285354	Marital Status:	Married

Education:

Education	Board/Institute	Degree Title	Year-Passing
Graduation	University of the Punjab, Lahore	B.com	2010
Intermediate	Federal Board Islamabad	I.com	2008
Matriculation	Federal Board Islamabad	Science	2006

Key Skills and Competencies:

- Excellent working knowledge of all Microsoft Office packages.(MS-Word, Excel).
- Experience of working on Accounting Software. (Catalyst, Asia Soft, Tally).
- Basic Understanding about whole Computer System. (Hardware and Software).
- Very quick learner of computer programs and accounting software.
- Good selling skills over the phone.

Work Experience:

➤ C.S.R

The Ore Technologies 6th Road Rawalpindi **Pak.**

Period:

Jan 2011 to Feb 2013

➤ Major Responsibilities:

- Serves customers by providing product and service information, resolving product and service problems.
- Attracts potential customers by answering product and service questions, suggesting information about other products and services.
- Resolves product or service problems by clarifying the customer's complaint.

➤ Account & Admin Officer

Rabbou International Tours (Pvt) Ltd, **Pakistan.**

Period:

Mar 2013 to Dec 2017

➤ Major Responsibilities:

- Maintain company accounts (Receipts & Payment, Cash & Banks, Customers & Suppliers)
- Assist bookkeepers and coordinators on day-to-day financial matters and reports.
- Guides accounting clerical staff by coordinating activities.
- Ensures proper document classification, sorting, filing and proper archiving.
- Prepare and reconcile general bank statements.
- Secures financial information by completing data base backups.
- Reconcile the accounts payable and accounts receivable.
- Calling companies clients for the balances and arrange payments for suppliers.
- Maintain the leave management system and Supervise completion of the payroll.
- Reconcile weekly deposits, Manage distribution of utilities bills and collections of accounts.
- Assist with the annual audit.
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➤ Accounts/Admin Officer

Abraj Al Qasswa Hotel (**Makkah, Saudi Arabia**)

Period:

JAN 2018 to Dec 2019

➤ Major Responsibilities:

- Maintain company accounts (Receipts & Payment, Cash & Banks, Customers & Suppliers)
- Calling companies clients for the balances and arrange payments for suppliers.
- Maintain the leave management system and Supervise completion of the payroll.
- Maintain Record for company legal documents, Utility bills etc.

➤ **Purchase Officer**

Greenvalley Premium Supermarket **(ISB, Pakistan)**

Period:

Jan 2020 to Oct 2020

➤ **Major Responsibilities:**

- Calls for quotations for any items costing more than a certain amount (As per company policy) and inquire into prices from various suppliers.
- Research and identify new products and services for the hotel in the market.
- Ensures that all authorized or approved purchase orders are sent to their respective suppliers/vendors for delivery purposes on a daily basis.
- Monitor vendors for quality, service and price through standard purchasing specifications.

Certificates:

- Sports Certificate in Cricket from Federal Board.
- Basic computer course of three months.

Hobbies:

- Managing my own news website (www.quoratv.com)
- Part-time article writing for different websites.
- Creating and Managing blogs and E-Commerce websites.

Languages:

- English
- Urdu
- Arabic
- Punjabi